



Amery has a unique, small town charm, yet the atmosphere and vibrancy which come with rapid growth. The City has a population of approximately 2,915 residents in an area of 3 square miles. The City is located in Polk County in Northwestern Wisconsin. Amery is located 40 miles northeast of Minneapolis-St. Paul, Minnesota and 70 miles northwest of Eau Claire, Wisconsin. Its proximity to the Twin Cities allows for an easy drive to jobs, shopping, entertainment, and the best medical facilities in the region. But that same distance provides an escape from the hustle and bustle of bigger city life.

Organization

The City of Amery, comprised of the police, fire, public works, community development, parks and recreation, library, municipal court and municipal utilities departments, exists to serve the needs and interests of its present and future citizens by providing quality public services, personal and property protection, a healthy environment, a stable tax base, competitive utility rates, attractive amenities, a sense of community and ethical representation. The City will endeavor to reflect community values in an effective, responsible, efficient and visionary manner.

Governance

Amery is governed by a Council-Manager form of government. The City Council functions as the legislative branch of government, the policy-creating body for the City's programs and services. Six Alderpersons comprise the City Council, each being elected to a four-year term. The Mayor, elected to a two-year term, serves as the City's Chief Executive Officer, presiding at City Council and various other meetings. The Mayor is a non-voting member of the City Council, voting only in the case of a tie vote.

Current Matters

This listing is not meant to be encompassing, but generally identifies some of the challenges and opportunities that the Management Analyst will work with during the year on the job.

- **Staff Development.** The City continues to face challenges that most municipalities have in recent years, like a maturing workforce. Staff is lean with a great deal of demands on their time to provide quality services to customers. With the economy stabilizing, the Management Analyst will work with City Administration to identify opportunities for continued efficiency improvements to assure quality services are provided.
- **Work Project Plan.** What follows is an illustrative list of projects this position will support and/or lead:

- Walkability Study-Policy Alternatives Plan
- Work Closely with Economic Development Corporation and Chamber (Community Club)
- Website Maintenance
- Bicycle Usage for Stower Trail
- Update Comprehensive Plan
- Community-wide Survey
- Direct-Oversee Community Garden Project
- Grant Research and Writing
- Housing Study
- Water Recreation Study
- Law Enforcement Needs Assessment
- Tourism Marketing Strategy
- Social Media Coordinator
- City Newsletter
- Committee Support
- Budgeting Document Format Change/Redesign
- Building Permit Database and Conversion from Paper Process to Digital Using License Software
- Tree City and Bird City Coordinator

Position Summary

Under general direction of the City Administrator, this entry level local government position provides administrative and staff support to the programs pertaining to all areas of municipal management with particular responsibilities in budget preparation and analysis, customer service, performance measurement, and organizational change. Position has work contacts with appointed and elected City officials, City Council and Committee members, Department and Division Heads, staff, employees, business leaders, program clients, and the general public.

This position of Management Analyst with the City of Amery will provide a unique professional opportunity for the right individual to learn hands on public management through the following:

1. Directed special projects
2. Working directly with a dedicated professional public manager. Giving the individual the chance to learn through the mentoring process.
3. Position will get experience and exposure to all facets of local government, directly work with the community leaders, Mayor and City Council Members, Department Heads, Regional and State Officials.
4. Mentoring and Networking Opportunities through work and community involvement.

Education and Experience

- Bachelors in Public Administration or related field.
- Master's Degree in Public Administration or related field.

Compensation and Benefits

Salaried 6-month position with the possibility for extension of 1-year into 2017. This position may be eligible for the Wisconsin Retirement System. The City of Amery will negotiate relocation assistance with the successful candidate. A small housing stipend will be offered to the qualified candidate. Position also will cover cell phone stipend for work use of personal phone. City will also provide professional training opportunities and membership in professional organizations. Salary is dependent on qualifications.

Essential Functions

- Provides staff support to City Council and selected committees on assignment. Assists the City Administrator through the preparation of letters, responding to City Council member inquiries, memorandums, research reports, legislative analysis, and handling special projects.
- Assists in performing administrative functions including City budget preparation, Capital Improvements Plan monitoring, fiscal planning, and regular monitoring expenditures and revenues.
- Develop and manage programs to measure and enhance satisfaction with City of Amery policies and services, including surveys and focus groups.
- Assists the City Administrator through surveys, analysis, report preparation and participation in and support of labor relations activities. Research, develop, and implement new and revised personnel programs and policies.
- Provides and analyzes monthly reports including detail budget reports, revenue report summaries, financial status reports, performance audits, and other operation management reports.
- Acts as project manager on citywide projects as assigned.
- Webmaster for City Website
- Social Media Coordinator
- Quarterly City Newsletter Development
- Performs work of a confidential nature.
- Duties as assigned.
- Position is 40+ hours a week, with night meetings and some community functions on the weekend occasionally the individual may need to attend.

Application Process

To apply for this position visit the Career Opportunities page at www.amerywi.gov. Qualified candidates should submit the following:

- ☐ Cover letter
- ☐ Resume including honors, work experience and school/extracurricular Activities-Include a copy of your college transcripts
- ☐ 3 professional references
- ☐ Responses to the following three questions. (Responses should be no more than two pages per question.)
 1. How will serving as a Management Analyst with the City of Amery assist you in obtaining your career goals, and what is it about the City of Amery that makes this your position of choice? Please include your short-term and long-term career objectives.
 2. Describe the most complex analysis that you have completed either in a past internship, job or school assignment. Please specify where you completed the analysis, why it was done, what the outcome of the analysis was and any analytical tools used to complete the project.
 3. Describe what qualities you possess that you believe will make you successful as a Management Assistant in the City of Amery.
 4. Explain what soft skill or core business qualities are? What five core soft skills every person should have and describe why they are important.

Position Timetable

Application Deadline

May 31, 2016 by 4:30 p.m. Interviews maybe held before closing date or filled early with the right applicant.

Initial Interviews

June 2, 2016

Start Date

June 8, 2016 or Earlier

Submit to: darcy.long@amerywi.gov or Amery City Hall, Attention: Mr. Darcy D. Long, City Administrator, 118 Center Street, Amery, WI 54001.

Applicants selected as finalists for this position will be subject to a criminal history/credit/driver's license check. Under Public Information statutes, resume information and finalist names may be subject to public disclosure. The City of Amery is an Equal Opportunity Employer and values diversity at all levels of its workforce!